

VIRGINIA FIRE SERVICES BOARD

June 6, 2014

A regular meeting of the Virginia Fire Services Board was held at the Virginia Department of Fire Programs Headquarters at 9:00 am. Mr. Richard E. Burch Jr. served as Chair.

BOARD MEMBERS PRESENT

Richard E. Burch Jr. – Chair – Virginia Fire Services Council

James ‘Randy’ Wheeler – Vice-Chair – Virginia Municipal League

Robert Miner – Virginia Chapter of the International Association of Arson Investigators

Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors

Walter Bailey – Virginia State Firefighter’s Association

Mark Osborn – Industry (SARA Title III & OSHA) Representative

Edwin Smith – Virginia Fire Chiefs Association

Dawn E. Brown – Insurance Industry

John Ainslie – Virginia Board of Housing & Community Development

Bettina Ring – Virginia State Forester

BOARD MEMBERS ABSENT

Charles ‘Ed’ Altizer – Virginia State Fire Marshal

Thomas Moffett – Virginia Professional Firefighters Association

James “Robby” Dawson – Fire Prevention Association

Bill Kyger – Association of Counties

Vacant – General Public

AGENCY MEMBERS PRESENT

Melvin Carter

Mohamed Abbamin

Steve Grainer

Brook Pittinger

David Jolly

Travis Worthington

Christine Lopilato

Don Hansen

GUESTS PRESENT

Ed Rhodes

Larry Gwaltney

Chris Shaver

David Layman

Ken Brown

Billy Shelton

Chris Buehren

Adam Thiel

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee

- ii. Fire Prevention and Control Committee
- iii. Administration Policy and Finance Committee
- iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Fire Education and Training Committee Business

- A. Report From The VDFP Branch Chief of Training and Operations
- B. Unfinished Business
 - a. Training and Education Committee's Update/Discussion
- C. New Business

Fire Prevention and Control Committee Business

- A. Report From The VDFP Branch Chief of Training and Technical Services
- B. Report from The Department of Forestry
- C. Report from The State Fire Marshal
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business
- F. New Business

Administration, Policy and Finance Committee Business

- A. Report from the VDFP Director of Finance
- B. Report From The Burn Building Subcommittee
- C. Unfinished Business
- D. New Business
 - i. Giles County Fire & EMS Study Request

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business
 - a. Fire and EMS Study Process (scope of the study)
 - b. Legislative Review (future meetings)
 - c. Interest Money
 - d. Report of the Nomination Committee
 - e. Election of Chairman Pro-Tem
 - f. Election of Officers
 - g. FY15 Rules and Procedures Re-signing
 - h. FY15 Memorandum of Understanding Re-signing
 - i. Committee Assignments

PUBLIC COMMENTS

Chairman Richard Burch thanked the board members and attendees for their commitment to public safety.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda with the following additions; Item 9 under New Business – discuss trainings specific to officers/fire chiefs.

Discussion: The Board delivered a recognition of service award to W.G. Shelton, former Executive Director of VDFP and to Richard E. Burch Jr., the present Chairman of VFSB whose term ends June 30, 2014.

Vote: Unanimous

Action: Motion Carries

Chairman Burch asked the new board member from Department of Forestry, Bettina K. Ring to introduce herself. Ms. Ring indicated she looks forward to working with the fire services board.

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Executive Director Melvin Carter indicated as Executive Director he will continue advancing the agency's mission to enhance public safety in the Commonwealth. During his first two weeks, he had the opportunity to meet with stakeholders around the state along with fire services professionals within the agency. Mr. Carter established weekly meetings with VDFP's training staff with an emphasis on enhancing agency's capacity to listen to stakeholders. Additionally, Mr. Carter stated the agency is pursuing the idea of hosting open houses within VDFP's Division Offices. Such efforts will allow the Division Offices' respective community to have access and familiarity with VDFP.

Mr. Carter advised the board of the agency's work on a SWOT analysis within its sections/divisions. The efforts will improve VDFP's current progress on updating the strategic plan. As the Executive Director of VDFP, Mr. Carter would like to use past experience as a solution to resolve and improve on future obstacles. Over all, the Executive Director ensured the board that VDFP will continue with its accountability achievements through effective performance evaluations with an end goal of ensuring the agency strives towards its mission of enhancing public safety in Virginia.

REPORT FROM THE VDFP DIRECTOR OF ADMINISTRATION (GIVEN BY THE DEPUTY EXECUTIVE DIRECTOR)

Brook Pittinger provided the following report:

- **2014 Fallen Firefighters Memorial Service:** The 2014 Fallen Firefighters Memorial Service will be on Saturday, June 7, 2014 beginning at 12 noon. The ceremony will be held at the Richmond International Raceway in the Main Exhibition Hall. There will be four firefighters honored this year.
 - **Joe Perkins** – City of Danville (Date of Death: 2/11/13)
 - **Frederick Broyles** – City of Newport News (Date of Death: 6/24/13)
 - **Claire Ducker** – Fairfax County (Date of Death: 7/30/2012)
 - **Joshua Smith** – LaCrosse Volunteer Fire Dept (Date of Death: 12/14/13)
- **2014 Fallen Firefighters Memorial Service – Family Reception:** Please note that the Family Reception for the four firefighters being honored is Friday, June 6 beginning at 5:30 pm. The reception this year will be at the SpringHill Suites in the restaurant area, which is off of the lobby.
- **Use of Fire Programs Fund (FPF) Interest Monies for Conference & Education Grants:** The Agency has been working with our AG counsel regarding the use of Fire Programs Fund (FPF) Interest monies for the Conference and Education Grants.
 - **AG Opinion:** “DFP may make grants to non-profit organizations providing educational training to fire and emergency services personnel in the Commonwealth provided the funding is disbursed solely for training and educational purposes and is disbursed through a contract between DFP and the entity for specific services rendered.”
- **New VDFP Marketing Campaign: Close the Door on Fire:** The Agency would like to thank Chief Layman and the VFCA for the suggestion to help market the public safety campaign on closing bedroom doors when sleeping at night. The Agency, beginning in July, will begin developing the marketing strategy for the campaign: Close the Door on Fire. The Agency will include this campaign as part of this year’s Fire Prevention Week information.

Preliminary marketing strategy:

 - Promotion via social media (Facebook, Twitter, Pinterest)
 - Promotion via websites, internal and external to the fire services
 - Links to research and studies that explain the science behind the strategy in laymen’s language
 - Creation of flyers, brochures, posters, that can be accessed online or printed locally
 - Coupled with Fire Prevention Week 2014 and customized for local departments use
 - Media involvement and promotion via a statewide push for local/state fire marshal’s/fire department personnel to appear on local TV/Radio

Long range marketing possibilities:

- Produce radio public service announcements for distribution statewide
- Produce printed brochures
- Produce outdoor billboards
- Solicit funding via FP&S Grant monies for additional statewide promotions

Research:

- New fire science research is resulting in recommended changes to how we approach home fire safety.
- This new science promotes the practice of sleeping with your bedroom door closed.
- The time to respond to a fire is significantly reduced. Because of changes in modern fuels found in homes, occupants have only a few minutes to escape their home. By the time the smoke detector alerts the occupant, it could be just seconds before the conditions in the home become untenable.
- The temperature difference between an open and closed bedroom door can be dramatic. Temperatures in open bedrooms can soar near 1000 degrees, while temperatures in the closed bedroom door could be near 100 degrees at the same time.
- Modern fires consume most of the oxygen in the structure, leaving occupants with no oxygen to breath. Even if you can escape the heat, you could still perish from lack of oxygen. In open bedrooms, oxygen levels run as low as 8%, as opposed to 18% in a closed bedroom.
- Compartmentalization in homes dramatically reduces damage in the event of a fire. It slows fire growth and provides barriers that aids occupants trapped inside. Much like teachers continue to close the door when they leave the classroom for a fire drill, homeowners should close the door when they exit the home.

Important considerations:

- Promoting the practice of sleeping with the bedroom door closed will have to be coupled with reinforcement of essential home fire safety.
 - Working smoke alarms are mandatory
 - Escape ladders for bedrooms on second levels of homes are important
 - Windows that can be easily opened are crucial
 - Preparing and practicing (often) a home escape plan that involves all members of the household must be promoted vigorously
- **Fire & EMS Studies Update:** The below three studies are on the agenda to be release by the Board during the February 21, 2014 meeting.
 - **Shenandoah County** – A request for a study had been received by the County [June 27, 2013]. The county had requested a review of its combination system so that recommendations on efficiencies and improvements can be made to help

enhance service delivery. The Board of Supervisors presentation was delivered on April 22, 2014.

- **Botetourt County** - A request for a study had been received by the County [August 2, 2013]. The County had requested a review of its overall organizational structure; training delivery; and policies review so that recommendations on efficiencies and improvements can be made to help enhance service delivery. The Board of Supervisors presentation was delivered on March 25, 2014.
 - **Orange County** – A request for a study had been received by the County. The County is requesting a review of their organizational structure and a reexamination of practices implemented after their original Fire & EMS study that occurred six years ago. Strategic purchase and placement be in coordination with the county management, fire chief and fire departments. The Board of Supervisors presentation was delivered on April 18, 2014.
 - **Giles County** – A request for a study has been received by the County. The county is requesting a review of their current fire and emergency services. A motion is needed to approve the study request.
- **5 Minutes to Save a Life:** Beginning in July 2014, the Agency is going to roll out a new program that is intended to provide training updates (no more than five minutes long) that will cover a different topic each month. The Agency is going to begin with the 5 Minutes to Save a Life training updates and will eventually expand to provide additional training update information for Virginia’s fire services.
 - **Virginia Fire Incident Reporting System Update:** Per the Board’s request, a comparison of 2012 to 2013 VFIRS data is provided below.

Incident Type	2012		2013	
	Total	Percent	Total	Percent
Fires	25,169	3.4%	22,589	3.0%
Rescue and EMS	512,162	68.5%	530,495	70.0%
Other Calls	210,410	28.1%	204,666	27.0%
Total Incidents	747,741	100.0%	757,750	100.0%
Aid Given (Mutual or Automatic)	44,033		43,041	
Fire Exposures	360		349	
Grand Total	792,134		801,140	
Total Fire Dollar Loss	\$273,735,147		\$234,577,638	
Civilian Fire Injuries	419		408	
Civilian Fire Deaths	55		70	

Fire Service Injuries	671		522	
Fire Service Deaths	4		1	

**FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS
REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND OPERATIONS**

Russ Chandler provided the following report delivered by Dave Jolly:

- **Course Development:** There have been a series of issues that have developed during the course development and delivery of training courses. VDFP is taking all steps necessary to assure it is doing what is best for all parties; the student, the department, and the agency. All issues are addressed and decisions are made with both the department and student in mind. These are the agency's two highest priorities. By meeting those priorities, we handle the third, which is the agency.
- **Knowledge Center:** The Knowledge Center (KC) is not a Fire Programs product but a state project until recently had one full time person to oversee the entire operation. That person has since left and a part time person is working on the Knowledge Center project. The agency does not know the full scope of why the system went down. It is assumed that they switched to a new server and in doing so, lost close to half of the training programs that were previously available. Not just our programs, but also the programs for 183 state agencies. They are diligently working on the problem, but the agency has not been given a time line on when the agency's programs will be back. Nor have we been advised if they can even be revived. As such, Chief Hansen is diligently working on uploading the programs onto the KC to get us back up and running. This is a major task and one that takes some time.
- **Quality Assurance and Curriculum Division update:** The NFPA released the updated standards for the following levels: NFPA-1002, 1006, 1021, 1031, 1033, and 472. The agency is working to begin the development process and will be looking for interested instructors to assist with the process. VDFP has tried to pilot the L.P. Gas program twice but due to low enrollment, we were unable to deliver the program. We will continue to work on scheduling the pilots so the program can be finalized for delivery. VDFP is finalizing the Instructor II program and should be ready to update the instructors over the coming sixty days.
- **ARFF Report:** The ARFF Program is halfway through its spring training session. The program has conducted Aircraft Live Fire Training at Norfolk International Airport and Charlottesville/Albemarle Airport with a total of fifty-five students attending. The ARFF Program conducted the first pilot class for the new Response to Aviation Accidents for First Responders (RAAFR), formerly the General Aviation Fire Fighting for Structural Fire Fighters, with twenty-five students attending. There is one Aircraft Live Fire Training class for this teaching term; it will be conducted at Roanoke/Blacksburg Regional Airport. Additionally, the ARFF Program has two more RAAFR pilot classes; one at

Culpeper Regional Airport and the other at Tri-Cities Regional School. The ARFF program supported an Airport Emergency Drill at Stafford Regional Airport in March and will be supporting the FAA required Triennial Drill at Newport News/Williamsburg in May. The Aircraft Live Fire Training scheduled for Lynchburg Regional Airport was cancelled as a result of construction along with the lack of space due to activities associated with the construction.

- **NIMS Program Division update:** Since the last report to the VFSB in February, the following courses and program have been conducted through the IMS Division: ICS-300 (6), and ICS-400 (2). The division also supported the delivery of O-305-AHIMT Course conducted by a private contractor for the Department of Agriculture and Consumer Services. That course was not previously reported and was conducted in January with funding provided by a USDA Grant. One CGSFLIMT course has been re-scheduled for the Hampton Roads region in Chesapeake May 12-16, 2014 and will be conducted in conjunction with the Hampton Roads MMRS. An additional CGSFLIMT will be delivered in the VDFP central office June 16-20, 2014. That will conclude the planned four offerings of the program for FY 2014. The IMS Programs Chief in conjunction with Q-A Chief Dave Jolly delivered a workshop entitled, “When Is Your Team A Team,” at the Virginia Emergency Management Symposium in March. It was very well received by the 22 participants.
 - **The IMS program office:** The IMS program office will continue to support requests for ICS training (ICS 100-400), Unified Command, and IS course classroom delivery as well as CGSFLIMT, CGSF-PE, EMSFICS, “ICS Planning & Forms” with available resources including instructors and materials when requested. The IMS Program office is continuing scheduling of ICS and supporting training programs on a regional basis. Anticipated scheduling includes conducting two ICS-300, and one ICS-400 course in each VDFP Division. Localities/departments seeking to schedule or host classes can contact the IMS Program office. Four (4) CGSFLIMT programs will be planned around the state in FY-2015 subject to interest and funding pending the final budget allocation from the General Assembly.
 - **The IMS Programs Chief:** The IMS Programs Chief continues to work closely with VDOF to determine the feasibility of both agencies coordinating with staff from the Montana Department of Natural Resources & Conservation to contract for delivery of a NWCG S-420 program in calendar year 2014. Most likely, the program would be conducted in the August to October time frame. The course focuses on a combination of individual skills and team performance. It is oriented toward team organizations.
 - **IMS Division:** The IMS Division will make every effort to support local need for ICS training. Generally, course requests should be made with the understanding that funded courses must be open for general registrations to

any interested students. Host localities for classes are generally in agreement for a negotiated minimum number of seats. Any locality or region seeking specific NIMS, ICS, or related training should contact the IMS Program office not less than 60 days prior to requested dates.

- **Technical Rescue Division update:** The Technical Rescue Division has been in the process of reviewing and revising the current course curriculums to ensure that all of the programs still meet and or exceed the requirements set forth in NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2013 edition. The work groups will also review the logistical needs of the programs and put a list together to better serve those agencies that request courses and ensure that the proper logistics are available. The Technical Rescue Division has completed the development of the Water Rescue Programs.
 - **Water Rescue Programs:** The agency will be running a pilot/train-the-trainer course during the week of May 19-23, 2014 in the Rockingham County Area. Other Pilots are planned to ensure the program runs well before beginning to offer the courses to students during fiscal year 2015.
 - **Rescue Challenge:** The Technical Rescue Division supported the Rescue Challenge event during May 5-8, 2014. The event was held in the Northern Virginia area with teams coming from across the Commonwealth and Maryland.

UNFINISHED BUSINESS

Training and Education Committee Update

Chairman of the Training and Education Committee, Jeff Bailey provided the following updates from the committee's most recent meeting held on Monday, May 12, 2014 at VDFP Headquarters.

Topic: Pro-Board Reciprocity

Motion: To accept the wording/language from the Attorney General's Office in reference to reciprocity.

Topic Discussion: As discussed at the full VFSB meeting in February 21, 2014 and the Training and Education Committee on May 12, 2014, the following is a highlight of Pro-Board Reciprocity;

Concern: Local fire department leaders have expressed that the current five-year requirement from the date of submission is keeping good members from being able to actively participating in their respective organization.

Solution: VDFP will revise the policy to allow for local fire department to submit request on their department letterhead, signed by the Fire Chief to accept the certification. VDFP will enter the certificate into the FSTRS system as reciprocity with the note that the local fire department accepted the certificate.

Dave Jolly provided the following as the current policy; “Any person who moves to Virginia and can provide a certificate(s) of training dated within five (5) years from a state that is recognized by the National Professional Qualifications Board or similarly nationally recognized organization will be recognized at that level by VDFP without having to take the Virginia examinations. If a certification is dated more than five years from the date of submittal it will not be considered for reciprocity or challenge testing, regardless if it was issued by another state that is recognized by the National Professional Qualifications Board, it will be considered as having expired and the person will be required to commence training again at the lowest level for that professional skill. Reciprocity can only be issued for courses that VDFP is currently accredited to teach. VDFP does not issue reciprocity for Fire Inspector, Fire Investigator and Hazardous Materials programs.”

As suggested during the February 21, 2014 board meeting, opinion was sought from the Virginia Attorney General’s Office. The following language was provided;

Language from Attorney General: “Any person who is affiliated and in good standing with a Virginia Fire Department and can provide a certificate(s) of training dated January 1, 1993, or later, from a state that is recognized by the National Professional Qualifications Board or similarly nationally recognized organization will be recognized under certain conditions by VDFP at that level of certification(s). Such certificate holder will not be required to take the Virginia examinations provided the certificate(s) have been approved by the Fire Chief of the Virginia Department with which that person is affiliated. The Fire Chief shall provide to VDFP a letter of request for reciprocity on Fire Department letterhead with the Fire Chief’s signature. Reciprocity can only be issued for courses that VDFP is currently accredited to teach. VDFP does not issue reciprocity for Fire Inspector and Fire Investigator.”

Vote: Unanimous

Motion Action: Motion Carries.

Topic: Attendance Policy (10%)

Motion: N/A

Topic Discussion: As discussed at the full VFSB meeting in February 21, 2014 and the Training and Education Committee on May 12, 2014 the following is a highlight of the Attendance Policy (10%);

Concern: The concern on this topic was the amount (number of classes) an individual can miss.

Solution: Proposed solution was as follows: VDFP is pursuing creating an attendance policy to allow students to miss up to 15% of the required classroom training and to require the student to attend 100% of the practical skills training. A student may make up coursework that falls below the required attendance policy given the student makes up the missed training in an equivalent manner. A student must successfully complete all make up hours prior to eligibility for the final testing.

Larry Gwaltney suggested having backup instructors. In regards to flexibilities, he stated that students can proceed with online make-up and thus there must be multiple of ways of teaching.

Don Hansen indicated that the material has always been online. Brook Pittinger added that the agency will proceed on improving the methods of informing the stakeholders.

Brook Pittinger proposed using VFIRS / ATL funds to purchase tablets for training.

A discussion ensued regarding internet accessibility. Walter Bailey stated some of his stations do not have access to internet. Ed Altizer asked if the VFIRS/ATL would allow for localities to get hotspot. Brook Pittinger suggested for localities to utilize Virginia GSA's data contract.

The committee agreed to forward the concern to the August 2014 meeting since it will allow VDFP staff sufficient time to conduct the research.

Vote: N/A

Motion Action: N/A

Topic: Pre-registration for all programs

Motion: N/A

Topic Discussion: As discussed at the full VFSB meeting in February 21, 2014 and the Training and Education Committee on May 12, 2014, the following is a background on the topic;

Concern: There are students who attend programs without pre-registering. The lack of pre-registration does not allow instructors to see in advance if the student has met the pre-requisites required.

Solution: VDFP's solution is as follows: as of July 2014 – all programs with pre-requisite requirements conducted by VDFP will require student pre-registration to validate students meet the requirement to attend. It was further added that VDFP will change the language of the pre-registration to indicate that grace of post registration will be allowed. Therefore, upon arrival of a walk-in, the student can participate/have a seat in class and if they do not have the pre-requisites then they will not get certificate. Disclosure will be provided in advance before class starts.

VDFP will modify the language and forwarded new information to the August 2014 full board meeting.

Vote: N/A

Motion Action: N/A

Topic: MOU between VDFP and VDEM regarding Hazmat Awareness and Operations Program

Motion: N/A

Topic Discussion: As discussed at the May 12, 2014 Training and Education Committee - Richard Burch indicated that an agreement has been signed between VDFP and VDEM.

Dave Jolly stated the NFPA 472, the guideline VDFP is under has a new edition that will be in effect by July 2014. Transition will be from the 2008 version to the current 2014 one. This is fire services opportunity to participate and provide feedback on the 1072 Hazmat Standards.

Mr. Jolly stated that VDFP will modify their normal practice, thus the agency will put a team together to evaluate the new standards. There will be some modification made in order to meet the new JPR format. The agency is also looking internally at how the development team is selected. Mr. Jolly added that there will be challenges at all levels.

Vote: N/A

Motion Action: N/A

Topic: Restructure of the Training Committee (purpose/responsibilities)

Motion: N/A

Topic Discussion: Richard Burch stated that the training committee was previously gradually dissolved. It was only reconstituted when there were training matters that needed to be evaluated. He suggested that the committee consider to meet on a regular basis and to also ensure access and participation of stakeholders. Mr. Burch further

asked the stakeholders the subjects/issues they would like to come to the attention of the committee.

Dave Layman stated that he appreciates the current format and would recommend that the Training & Education Committee continue with their meetings prior to the full board meeting to allow participation in providing feedback.

Vote: N/A

Motion Action: N/A

Topic: Stakeholder Input (as related to the Training Committee)

Motion: N/A

Topic Discussion: Richard Burch asked to what capacity the stakeholders' would be interested in participating on the committee. Richard Harris added that stakeholder's do not need to be participants on the training committee but the methods used within the past couple of months meets the stakeholders' needs.

Vote: N/A

Motion Action: N/A

Topic: Instructor II Pilot (Augusta County)

Motion: N/A

Topic Discussion: Russ Chandler indicated that during a recent pilot school, VDFP received a complaint referencing one student failing the course based on the final project (written report) / not sufficient for a passing grade. The course, as designed by the Committee, reportedly provided no recourse after that one failed attempt. It was added by the student that there are no other courses which fail a student after one test. This issue is being investigated and addressed by the Division Chief in charge of that program area and with the assistance of the QA Chief.

Chandler further stated that the course is being offered in pilot. As such, it is still in the design mode. The development committee, by design, will review the course material and feedback, and then will make adjustments to the program to refine and improve. In this case, the committee will be advised that agency management will not want to have any testing mechanism that does not allow at least one retest attempt, for written projects, skills or testing.

Russ Chandler, Don Hansen and Dave Jolly are collectively looking into methods to improve the issues.

Topic: Firefighter I and II and Train-the-Trainer via online vs. Classroom

Motion: N/A

Topic Discussion: Russell Chandler provided the following information; recently during the release of the “Train the Trainer” (TtT) for the Firefighter I & II, the agency honored the request that the development team deliver the TtT themselves to assure that VDFP have a consistent delivery across the Commonwealth.

The Division Chief and subsequently the Branch Chief agreed. However, it became clear that the committee members could not meet the needs of the fire service with these “in person” in class sessions since the agency currently has over 1,400 current instructors for Firefighter I & II that need this training.

With continued reports from the departments that they needed to start their new updated training, and having come nowhere near reaching the number of instructors necessary to make this happen, it was decided to release the TtT to the Knowledge Center to make sure VDFP can get this vital training into the field where it was immediately needed.

Chief Kopczynski added that, as for consistency, using the course on the Knowledge Center is a great way to make sure the information is delivered consistently across the state to our instructors.

Vote: N/A

Motion Action: N/A

NEW BUSINESS

Topic: Fire Chiefs Training

Motion: N/A

Topic Discussion: Walt Bailey brought up training for fire chiefs. He added that the agency should explore the possibility of creating a training course (6/8) hrs for new chiefs/officers taking leadership roles. The course should inform them of the resources available and liabilities that are prevalent. He would like to volunteer for the development of the course. It must not be mandated but rather as an extra opportunity.

Randy Wheeler also indicated that he would like to be part of the development process.

Chief Hoback indicated that the idea was entertained by the VFCA as well, but that no formal committee has been established.

Chief Burch and Mr. Melvin Carter both suggested creating the committee which will establish the curriculum for the program. Dave Jolly will represent VDFP during the development process while Walt Bailey and Randy Wheeler will represent VFSB.

Vote: N/A

Motion Action: N/A

REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND TECHNICAL SERVICES

Don Hansen provided the following report:

- **Fire Inspector 1031 program:** The Fire Inspector 1031 program conducted schools this quarter in Newport News and Richmond, VA. There were a total of 31 students. The students were from Newport News, Virginia Beach, Hampton, Richmond, Henrico, and Spotsylvania. The new IFSAC testing format has been finalized and appears to be working well. Each of the students tested for the certification had not experienced any issues.
- **Fire Investigator School:** This quarter's Fire Investigator School was held in Virginia Beach. There were 16 students from Chesterfield, Henrico, Newport News, Hampton, Chesapeake, Henrico, Portsmouth, Virginia State Police, Norfolk, and City of Richmond.
- **LESO program:** VFMA received 2 tents from the LESO program thru the military. The units can be used for inclement weather as experienced by the Academy during the firing range qualifications. These tents will also be used for various training functions the agency supports throughout the year.
- **Law Enforcement Class:** VFMA is conducting the Law Enforcement class at Ft. AP Hill. There are 18 students from Norfolk, Portsmouth, City of Richmond, Spotsylvania, Virginia Beach, Henrico, Roanoke County, Arlington, Albemarle, Winchester, Hopewell, Chesterfield, New Kent, and Danville. The Graduation is scheduled for June 13, 2014.

REPORT FROM THE DEPARTMENT OF FORESTRY

State Forester Bettina King provided the following report:

- **VDOF Work:** The VDOF has suppressed 624 wildfires this spring's fire season, which have burned just over 9,700 acres and damaged 23 homes to date in 2014. The good news is that agency suppression efforts protected 978 homes and other structures with a value of over \$64 million dollars during the spring season. Most of the larger fire

activity from this spring occurred in far Southwest Virginia, where arson continues to be a significant problem. The VDOF did arrest and prosecute one arsonist this spring who was responsible for a number of wildfires going back several years. The success of VDOF suppression operations are only possible thanks to our cooperative working relationships with the structural fire service in Virginia.

- **14th annual Statewide Interagency Wildfire Training Academy:** The 14th annual Statewide Interagency Wildfire Training academy was held last week on the campus of Longwood University in Farmville, Virginia. This year's academy provided national level training to 219 wildland firefighters from across the Commonwealth as well as from three other neighboring states. Coursework focused on wildland fire suppression, advanced emergency incident management and fire line leadership. The academy was funded through a special grant from the U. S. Forest Service.
- **Southern Wildfire Risk Assessment:** The VDOF, in conjunction with the Southern Group of State Foresters, has just released the Virginia version of an updated regional wildfire risk assessment project for the entire Southeastern U.S. known as the Southern Wildfire Risk Assessment. The data and results of that project are now available through an internet-based portal known as SouthWRAP. The internet portal and all of the related background information has a great deal of applicability to Virginia's efforts in the Firewise Virginia program, as well as in support of VDOF's wildfire suppression role in the state. It is expected that a number of VDOF cooperators, including both county and state government agencies, will be able to utilize the program data and online content from the SouthWRAP project to supplement their own existing projects. The SouthWRAP project represents a huge step forward in terms of assessing and mitigating wildfire threats throughout the Commonwealth. The formal rollout of the program in Virginia will be on June 10, 2014.
 - The website link is: www.southernwildfirerisk.com
- **Virginia Dry Hydrant Program for FY 2015:** The VDOF has awarded funding under the Virginia Dry Hydrant program for FY 2015. In the upcoming fiscal year, the Dry Hydrant program is tentatively set to install 37 new dry hydrants and will take care of one existing hydrant repair. The final numbers from the current years installs (FY 2014 projects) are not available for reporting as a result of several installations that are being handled this week, June 9, 2014 – June 13, 2014. The final report on the FY 2014 projects will be reported at the next Virginia Fire Services Board meeting

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Ed Altizer provided the following report:

The following are selected items from the SFMO weekly reports since the February 21, 2014 Fire Board Meeting and include only significant items as highlighted to the Secretary of Public Safety. All weekly reports are available for if requested.

Through 10 Months of FY 14

Type of Inspection	Total Number
Life Safety Code Inspections	816
Regular Fire Prevention Inspections	5843
State Construction Inspections	1214
Fire Prevention Complaint Inspections	164
Life Safety Code Reports Processed at Headquarters	1651
Operational Permits	53
Permits to Store/Sell Explosives	95
Permits to Use Explosives	49
Permits to Manufacture Explosives	4
Blaster Certificates Issued	97
***Total Complete CIKA Inspections to date in FY 2014 (complete buildings)	86

- Live Fingerprint Scan:** Working with the State Police, the State Fire Marshal's Office (SFMO) has began using a live fingerprint scan for required criminal history checks for blasters, pyrotechnicians and permit holders for fireworks displays on state property and explosives. The program will electronically transmit finger prints to the State Police. Previously, the SFMO was required to mail the fingerprint cards to the State Police which could result in delays of up to six weeks in obtaining results. For those individuals with a clear criminal history check, certifications or permits are processed normally in less than a week and in some cases have been processed in less than two days. For individuals with a criminal history including misdemeanors, the process can take much longer as the State Police do not return the results via the electronic system but through a paper system using the mail. Overall, the program provides greater service to the customers.
- International Code Council's (ICC) Ad Hoc Health Care Committee:** The State Fire Marshal (SFM) represented Virginia on the International Code Council's (ICC) Ad Hoc Health Care Committee April 14-16, 2014 in Chicago. The SFM was appointed to the committee in December of 2010. The committee previously developed building and fire code changes to current standards that have become outdated and inadequate to serve the needs of residents in hospitals, nursing homes and other health care facilities. Many of the changes were accepted during the completion of 2015 ICC development process but several were denied by ICC Code development committees and were sent back to the ad hoc committee for further consideration. The Ad Hoc meetings will continue the process to further refine the codes to be used nationwide as well as in Virginia and to develop proposed changes. During the meeting committee members identified areas of the codes requiring modification and discussed possible code change proposals that will be further reviewed and refined.

- Agency's Reduced Cigarette Ignition Propensity (RCIP):** The Agency's Reduced Cigarette Ignition Propensity (RCIP) SB 494 and HB 785 have both passed and been signed by the Governor. The legislation consolidated the administration and enforcement of the state's RCIP Program. Currently the Department of Agriculture and Consumer Services (VDACS) is the lead agency for the program and administers the provisions while the SFMO makes the field inspections. Under the legislation, VDFP and the Executive Director would take over the duties of VDACS and its Commissioner. VDFP IT and finance staff, SFMO and VDACS staff met April 23, 2014 at 0900 in Glen Allen to discuss the transition of the program. VDACS plans to deliver a fully-operational RCIP database. VDACS and VDFP staffs have had several meetings in which VDACS has provided instructions about the administration and enforcement procedures they currently use and how the certificate program operates.
- SFMO Data Base (SFMD):** The new SFMO Data Base (SFMD) program was put into full operation on April 23, 2014 after several weeks of development and beta testing. A user's manual has been developed and is an accessible part of the program. The new program replaces a 14 year old program which has had problems for many years and is much more user friendly with an ability to retrieve more data that was not accessible under the old system. The new database is a web based program allowing instant access through the internet using cell phones with "hot spots" with very few dead areas in the state. The new database will enhance SFMO staff's ability to better plan and document inspections as well as produce reports that can be transmitted electronically.
- Dulles Metrorail Project Buildings:** SFMO Staff continues to perform construction inspections on the Dulles Metrorail Project buildings. In a report to the state building official Department of General Services (BCOM) on March 31, 2014, the SFMO staff agreed with the issuance of a temporary Certificate of Occupancy (CO) for Phase 1 of the project. BCOM advised the SFMO on April 7, 2014 that a Temporary CO has been issued. SFMO staff will continue construction inspections on outstanding items requiring correction before the final COs are issued and will continue to work with the fire protection on the Phase 2 project.
- Longwood University:** On March 20, 2014 student at Longwood University notified the SFMO that there was a fire alarm (unwanted) in a dorm, students were evacuated, police and a student on an emergency response team arrived but no fire department was dispatched. SFMO staff reviewed procedures at Longwood including fire alarm requirements for the dorm when constructed. Based on this information and after a conference call on March 27, 2014, the SFM advised that notifying the fire department is required and provided instructions on how to proceed. As a result of the direction given by the SFM, SFMO staff issued a Notice of Violation (NOV) to the Vice President of the University for failure to call the fire department when fire alarms sounded. After the NOV was issued, another unwanted alarm occurred on May 1, 2014 at 0342 hours in a Longwood dorm. The fire department was dispatched this time.

- **Fire Alarm Procedures at State Colleges:** The SFM asked all SFMO regions to determine fire alarm procedures at their state colleges and universities. Staff found that this is not just a problem at Longwood; therefore, SFMO staff will further review procedures at all facilities. Part of the problem in some areas appears to be with local emergency operations procedures in which they have asked the facilities to verify if the alarms are unwanted before the fire department is dispatched. SFMO staff will work with local fire departments who may have requested verification prior to being dispatched.
- **International Fire Marshals Association Board:** SFM Altizer attended the International Fire Marshals Association board meeting on April 30, 2014 in Washington D.C. SFM serves as Past President. The SFM presented a motion before the IFMA Board to oppose a proposal being considered for the Life Safety Code applicable to 95% of hospitals and nursing homes in Virginia in the codes that would increase the smoke (control) compartment size that directly reduces the patient safety in health care facilities by almost 100% from 22,500 SF to 40,000SF. The IFMA Board voted to oppose the proposal. Other matters discussed included fireworks safety and inspections of water based suppression systems. The Board also supported SFM Altizer's proposal to review NFPA Standard 25 on inspection of fire suppression systems regarding his concerns that the standard, which is part of Virginia's Statewide Fire Prevention Code (SFPC), does not provide adequate maintenance inspection criteria.
- **James River Correctional Center:** SFMO issued pyrotechnic use permits at James River Correctional Center in Goochland County for March 18, 19, and 20, 2014 as part of the special effects incorporated into the production of the movie "Turn", an AMC production of Alexander Rose's book Washington's Spies, America's first spy ring. Because of weather delays, the pyrotechnic display was postponed until March 21, 2014, and the event was completed without a problem.
- **Virginia Educator's Guide for Planning and Conducting School Emergency Drill:** On March 6, 2014, Deputy Ron Reynolds met with representatives from the Department of Criminal Justice Services and the Virginia Department of Emergency Services to offer suggestions to the Virginia Educator's Guide for Planning and Conducting School Emergency Drills planned for release in the Spring of 2014. The guide provides an overview for school systems for drills of all types, from school rooms to school buses. It will include training information for fire and evacuation drills, lockdown drills, hurricane and earthquake drills. When this document is released the State Fire Marshal recommends that each fire marshal and or fire chief should review the document and work with the local school systems to develop plans that will work with local emergency resources. The SFMO has continuously stressed during meetings such as these that any emergency plans must be developed with the assistance of the local fire, EMS and police agencies.

- **SFMO All Hands meeting:** The SFMO All Hands meeting was held March 11-13, 2014 in Chester. Programs included an update on the Life Safety Code by the Virginia Department of Health, Flexible Sprinkler connections by Victaulic, an update on NFPA 25, and code requirements for explosives including a visit to a quarry site for a demonstration on the use of explosives. It was the update on NFPA 25 that raised the SFM's concern regarding adequacy of the maintenance provisions of standard which he took to the IFMA Board as indicated above.
- **Staffing:** The Secretary of Public Safety and Homeland Security has approved two P-14 (part time) positions for the SFMO. The agency is currently recruiting those positions one of which will be assigned to the Northern SFMO region and will have office space in the VDFP Division 7 Fairfax office. The other position will be assigned to HQ and will work with the new RCIP program as well as existing Life Safety Code and fee based inspection programs.
- **2012 Virginia building and fire codes:** The new 2012 Virginia building and fire codes are scheduled to become effective July 14, 2014. The International Code Council (ICC) is printing Virginia specific codes containing all of Virginia changes. These are scheduled to be available by mid June, although no specific date is set but the estimate is a June 16, 2014 shipping date. If ordered by June 15, 2014, there is a potential for considerable price saving for each volume. For example a savings of \$7.00 per Fire Code is available from the \$88.00 normal member price to a reduced to \$81.00 early bird price. Savings are available for other codes such as the Building Code. A savings of \$45.00 for the complete set is available prior to June 16, 2014. Individuals should not buy the generic ICC non Virginia specific code books as they will not contain Virginia changes.
 - For more information visit the ICC website: <http://shop.iccsafe.org/codes/state-and-local-codes/virginia.html>.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

There were no meetings held between January – May 2014.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS REPORT FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following report:

Committee on Fire Education & Training

- Nothing to report.

Committee on Fire Prevention & Control

- Nothing to report.

Committee on Administration, Policy & Finance

Budget Report

- FY2014 Financial Reporting
 - 1) Statement of Cash – Interest Account as of April 30, 2014- **Enclosure 1**
 - 2) Burn Buildings Cash Obligations and Availability as of April 30, 2014 - **Enclosure 2**
 - 3) FY2014 Burn Buildings Spending Plan as of May 20, 2014 – **Enclosure 3**

Grants & Local Aid Report

- Aid to Localities (ATL) Entitlement Program
 - 1) FY13 ATL Report FINAL – **Enclosure 4**
 - 2) FY14 ATL Report of March 31, 2014– **Enclosure 5**
- Burn Building Grant Program
 - 3) Burn Building Summary Report - **Enclosure 6**
 - 4) Proposed Burn Building Grant Policy – **Enclosure 7**

REPORT FROM THE BURN BUILDING SUBCOMMITTEE

Chairman of the Burn Building Subcommittee, Bob Miner provided the following update from the subcommittee's most recent meeting held on Thursday, May 8, 2014 at VDFP Headquarters.

New Construction Applications

Topic: Town of Farmville

Motion: N/A

Topic Discussion: Background: The Town of Farmville had requested to modify the scope of their future burn building back to Prototype II, Class A due to costs. During the July 2013 Burn Building Meeting, Town of Farmville had put in a grant application for Prototype II, Class A. The subcommittee members questioned the Farmville representatives why they required a Class A burn building when in fact it would be more cost efficient and more beneficial if they pursued a Class B. At the August 2013 VFSB meeting, Town of Farmville had submitted a revised application for a Prototype II Class B.

On March 11, 2014 – VDFP staff received a letter citing cost estimates that were higher than anticipated for the construction of Prototype II Class B facility. Based on estimates

provided, the range was from \$650,000 to \$725,000. The letter cited that the Town of Farmville committed up to \$119,000 (20%) towards the project which also includes land site. However, due to these new estimates, the locality does not have the cash funds to make up over \$200,000 cost difference to construct Prototype II Class B fuel building. Therefore, the Town sought to go with their original request in July 2013 which intended on construction of Prototype II, Class A. VDFP staff advised that original request had been declined by the VFSB.

[Enclosure 8]

Update: At the Burn Building Subcommittee on Thursday, May 8, 2014, Chief Dean Farmer and Cindy Morris, the town planner from Town of Farmville provided the following update:

Town of Farmville has decided to continue building a Prototype II Class B fuel burn building. The subcommittee was advised that the Town Manager, Gerald J. Spates indicated the burn building project will still be pursued despite discrepancy in the amount of funding required. The Town has decided to come up with the difference in the cost of building the facility. Overall, the town will look into alternative funding methods and therefore does not need to make changes to its application.

Vote: N/A

Motion Action: N/A

Topic: Regional Fire Services Training Facilities Grant

Motion: N/A

Topic Discussion: Background: Christine Lopilato provided the following brief background on the Regional Fire Services Training Facilities Grant;

The Regional Fire Services Training Facilities Grant program provides defined grants to Virginia localities enabling them to afford regional fire services training facilities. The term Regional Fire Services Training Facilities refers to any jurisdiction within the Commonwealth of Virginia that provides multi-jurisdictional training within the Commonwealth per the NFPA 1001 and 1403 training standards.

The funding limitation is up to \$50,000 per year per locality.

Application submissions are from January 1 to February 28. Following VDFP's staff evaluation, applications are sent to the Burn Building Subcommittee for approval then to the full board.

Funding is derived from the burn building grant funds. For this particular cycle, the funds are coming from the FY -14 dollars but will be disbursed within the FY-15 term (July 1 – June 30, 2015). This program is supplementary funding. The money becomes available following the balance remaining from the burn building grants after demand/use of the burn building construction/renovation have been met.

This application cycle which was from January 1, 2014 to February 28, 2014 produced two applications, one from Augusta County and one from the City of Fairfax. Since this was the first year the program was implemented, the Agency anticipates getting more application during the next cycle. Christine Lopilato cited that the available funds are more than enough in meeting the grant requests from the aforementioned localities.

Vote: N/A

Motion Action: N/A

Topic: Augusta County Regional Fire Services Training Facilities Grant Application

Motion: To approve Augusta County's Regional Grant request for \$49,349.

Discussion: Augusta County wants to get O-100 Kiddie Vehicle Fire Prop which costs \$45,080 and Trailer for Vehicle Fire Prop to ensure it is mobile and can be moved to other locations throughout the locality. The Vehicle Fire Prop costs \$4,269.02. The total requested is \$49,349.02.

[Enclosure 9]

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Fairfax Regional Fire Services Training Facilities Grant

Motion: To approve City of Fairfax's Regional Grant request for \$9,500.

Discussion: City of Fairfax requested \$9,500 for material and labor to build a rapid intervention training props (RIT). Plans include an SCBA maze, Denver Drill Prop, Floor Collapse Simulator, and a Columbus Drill Prop.

[Enclosure 10]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Modification to VDFP's Burn Building Grant Policy

Motion: To remove Burn Building Prototype II – Class A from the VDFP Burn Building Grant Program and request that staff initiate all necessary changes to the policy, website and all other materials associated with this change.

Discussion: At the Burn Building Meeting on May 12, 2014 - Mike Mathews from the Structure Group spoke about the problems with Prototype II for Class A fuels. He indicated that there is currently no solution to restrict heat. He discovered that localities request to fund the Prototype II Class A fuel - metal building. During the next grant application localities request to modify the structure/facility so it can be transformed to a Prototype II Class B fuel. Mr. Mathews advised to amend VDFP's Burn Building Grant Policy. See below for the current Burn Building Construction requirements:

Full Construction Requirements: To be eligible for any grant award to construct a new or replacement permanent burn building the recipient shall agree to expend such funds to construct one of the Agency's prototypes from the specifications provided by the Agency for either:

- Prototype I: Permanent concrete structure.
 - Prototype I for Class A / Class B fuels
- Prototype II for Class A / Class B fuels
 - Permanent pre-manufactured steel structure
- Prototype III for Class B fuels
 - Mobile Burn Building Props

Vote: Unanimous

Motion Action: Motion Carries

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Giles County Fire and EMS Study Request - Table

Motion: Move to table following the discussion on the scope of the fire and EMS study.

Discussion: A study request has been received from Giles County. Randy Wheeler requested to table discussion/approval until the board discusses the scope and process of how the fire and EMS studies are conducted.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Giles County Fire and EMS Study Request

Motion: To approve the Fire and EMS Study request by Giles County under the new revised cover letter.

Discussion: A study request has been received from Giles County. Upon approval of the study request with use of the updated cover letter per VFSB request, a self-assessment questionnaire will be sent to the locality. VDFP liaison will proceed with scheduling of conference calls and site visit.

Dawn Brown and Bob Miner indicated they will participate in the Giles County Fire and EMS Study. Richard Burch volunteered to be a third participant to assist; however, it is not definite. Lastly, Walter Bailey requested to shadow. VDFP will assign a division chief.

Bob Miner will serve as the chairman.

[Enclosure 11]

Vote: Unanimous

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

Mr. Burch thanked everyone for their attendance. Mr. Burch indicated that he is thankful to have had the opportunity to serve on the Virginia Fire Services Board.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Fire and EMS Study Process (scope of study)

Motion: N/A

Discussion: Richard Burch indicated that there has been concerns on the process the fire and EMS study is conducted. Randy Wheeler added that within the past year there

has been a request to delay the release of the study, change content of the report along with one which the study committee was unable to deliver the presentation.

There were also several concerns that the report did not satisfy the areas of focus or recommendations sought. Mr. Wheeler added that this is due to localities seeking operational/management specific recommendations.

Randy Wheeler suggested for the board to modify the process of the study especially prior to initiating the study.

Solution is as follows; provide and articulate on the front-end that the study is a comprehensive review of the fire and EMS study. The study cannot provide specific recommendations such as advising the number of firefighters needed in a specific station.

Cover Letter: Brook Pittinger suggested modifying the cover letter to re-emphasize the review of the study. It was further added to get a response with signature back from a locality's governing body stating they understand/agree the scope of the study and results produced.

Scope of study negotiation: Randy Wheeler stated that editorial suggestions should consider "scope negotiation and agreement." The signed agreement should further be added as appendixes in the report.

Suggestions of outside participant: Richard Burch indicated the board should consider utilizing outside sources that are fire services professionals. Mr. Burch stated that such participations are able to provide valuable inputs.

Vote: N/A

Motion Action: N/A

Topic: Report of the Nomination Committee

Motion: N/A

Discussion: Edwin Smith provided the following information; Walt Bailey and Robby Dawson were nominated for chairman and Randy Wheeler as vice-chairman.

Vote: N/A

Motion Action: N/A

Topic: Election of Chairman Pro-Tem

Motion: To select Edwin Smith as the chairman pro-term.

Discussion: Mr. Edwin Smith indicated that Robby Dawson is not here, however, Mr. Dawson has emphasized his skill and experience will enable him to lead the fire services board. Mr. Smith further indicated Mr. Dawson advised him that he is committed.

Walter Bailey specified that he has been very active in the commonwealth. He is involved in various organizations. Mr. Bailey retired few years ago and has since focused on advancing fire services issues. He realizes that he is a new member with a lot to learn but he has the commitment and desire to do so.

Vote: N/A

Motion Action: N/A

Topic: Election of Officers

Motion: N/A

Discussion: Results of the vote are as follows;

- Walt Bailey as Chairman
- Randy Wheeler as Vice-Chairman.

Vote: N/A

Motion Action: N/A

Topic: FY-15 Rules and Procedures Re-signing

Motion: N/A

Discussion: Tabled until August 15, 2014 VFSB meeting.

Vote: N/A

Motion Action: N/A

Topic: FY-15 Memorandum of Understanding Re-signing

Motion: N/A

Discussion: Tabled until August 15, 2014 VFSB meeting.

Vote: N/A

Motion Action: N/A

Topic: Committee Assignments

Motion: N/A

Discussion: Tabled until August 15, 2014 VFSB meeting.

Vote: N/A

Motion Action: N/A

Topic: 2015 Meeting Dates

Motion: N/A

Discussion: Tabled until August 15, 2014 VFSB meeting.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 12:05pm

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:



June 6, 2014

Melvin D. Carter
Executive Director

Date

Enclosures:

1. **Enclosure 1** – Statement of Cash – Interest Account as of April 30, 2014
2. **Enclosure 2** – Burn Buildings Cash Obligations and Availability as of April 30, 2014
3. **Enclosure 3** - FY2014 Burn Buildings Spending Plan as of May 20, 2014
4. **Enclosure 4** – FY13 ATL Report FINAL
5. **Enclosure 5** – FY14 ATL Report of March 31, 2014
6. **Enclosure 6** - Burn Building Summary Report -
7. **Enclosure 7** - Proposed Burn Building Grant Policy
8. **Enclosure 8** - Town of Farmville Correspondences
9. **Enclosure 9** - FY2014 RFSTG Application - Augusta County
10. **Enclosure 10** - FY2014 RFSTG Application - Fairfax City
11. **Enclosure 11** – Giles County Request for Study Letter

APPROVED